

WAITING LIST FOR VACANCY AFFORDABLE **STUDIO** APARTMENTS OPEN

Waiting List is open for applicants who can request an Application for an affordable STUDIO SIZE apartment via the mailing address below or via eMail at Leasing@CarnegieHillPlace.com. As this Carnegie Terrace I & II Waiting List will remain open going forward (“evergreen”), there is no specific application deadline by which apartment applications must be received. Applications for the Carnegie Terrace I & II Waiting List will be accepted on an ongoing basis to fill affordable **studio size** affordable apartment vacancies.

WE ARE CURRENTLY WORKING TO FILL ONE AVAILABLE AFFORDABLE STUDIO APARTMENT. IF YOU SUBMIT A COMPLETED AND SIGNED APPLICATION, YOU WILL REMAIN ON THE CARNEGIE TERRACE I & II STUDIO WAITING LIST UNTIL WE CONTACT YOU FOR APPLICATION CONSIDERATION.

Household size, as well as current income and monthly rent information for both 40% and 50% AMI Single Person Households are summarized in the table below:

2025 40% & 50% OF AREA MEDIAN INCOME FOR VACANCY STUDIO APT(S)

HOUSEHOLD SIZE*	APARTMENT TYPE*	MONTHLY RENT**	TOTAL GROSS ANNUAL INCOME RANGE***
			MINIMUM - MAXIMUM
1	40% AMI STUDIO	\$1,038	\$34,600 - \$45,360
1	50% AMI STUDIO	\$1,321	\$44,017 - \$56,700

On initial occupancy, studio size apartments in Carnegie Terrace II are limited to single person households.

** Monthly Rent is subject to change. Electric use (including air conditioning) is not included in Monthly Rent.

*** Total Gross Annual Income Ranges are subject to change.

Applications for apartments will be logged as received and considered based on affordable apartment vacancies in our 80/20 multifamily building financed by New York State Housing Finance Agency. **Note: As many viable apartment applicants remain on existing Carnegie Terrace II and Carnegie Terrace I & II waiting lists for household sizes greater than one person, or those only seeking a larger size unit, new applicants who are not eligible for a studio size affordable apartment should consider other affordable housing options. If your household size is more than one person (applicant alone) and you apply via this waiting list solicitation, you will remain on this Carnegie Terrace I & II Waiting List for many years into the future and may never be considered for an affordable apartment in this building.**

Applicants will be required to meet household, income and additional criteria.

Applicants who submit more than one application will be disqualified.

Applications must be fully completed and signed to be considered.

Applicants for vacancy affordable studio size apartments may request a copy of the Carnegie Terrace I & II Application or return their completed application by US Mail as follows:

Carnegie Terrace I & II Waiting List
c/o Kenbar Management
1500 Lexington Avenue
New York, NY 10029

Submission of false or knowingly incomplete information in an application for affordable housing will result in disqualification from further consideration for an apartment as well as possible referral to appropriate Federal and/or New York State authorities for criminal prosecution.

Submission of an application for Carnegie Terrace I & II does not guarantee you an apartment, and in no way binds the building ownership/management to reserve or assign an apartment to you.



Carnegie Terrace I & II



Log # _____
Please Leave Blank

APPLICATION INSTRUCTIONS

- Complete and mail only one (1) application per household.** You may only be a household member on one (1) application for the Carnegie Terrace I & II Waiting List. You will be disqualified from consideration if you submit more than one (1) application.
- You must provide a Social Security Number (Individual Tax Identification Number) for any adult members of the proposed household and all adult members of the household must sign the Certification/Authorization Agreement on the last page of the application.** Your application will be deemed ineligible if you fail to provide this information.
- Via the US Mail, send your completed application to: Carnegie Terrace I & II Waiting List, c/o Kenbar Management, 1500 Lexington Avenue, New York, NY 10029.** Application should be sealed in an envelope (given confidential nature of contents) and sent to us. As received, applications will be assigned the next consecutive Log Number which will determine order of application review in relation to a particular vacancy apartment available. As the Carnegie Terrace I & II Waiting List will remain open going forward ("evergreen"), regardless of any apartment vacancies, there is no deadline by which you must submit your completed application. Applications submitted earlier will have a lower log number and depending on family size versus affordable apartment vacancies in the residential building using this waiting list, be considered in relation to log number. There are family size guidelines for various size apartments (studio, 1 bedroom and 2 bedroom) so it is certain that a later applicant will be considered before an earlier applicant if their family size matches guidelines for a particular affordable apartment vacancy being filled. If there are no relevant affordable apartment size vacancies being considered when you apply, once your application is logged, you will receive a letter informing you of your assigned log number as well contact information should your address change so that you can provide us with updated contact information. You will remain on the Carnegie Terrace I & II Waiting List until your application is considered or the end of the Affordable Apartment Program at the property; there is no need to re-apply.
- No payment or fee should be given to anyone in connection with the preparation or filing of this application for housing, and no broker's fee should be given to receive an apartment.
- This application is to be completely filled out by the applicant including information about any/all household members.

SECTION A. GENERAL INFORMATION

Applicant Name(s): _____
First Name Middle Name Last Name

Home Address: _____
Street Apt. # City State Zip

Mailing Address, if different: _____
Street Apt. # City State Zip

Phone Nos: (home) _____ (work) _____ (cell) _____

eMail Address: _____

Best Way to Contact Applicant: ☐ Home Phone ☐ Cell Phone ☐ eMail Address ☐ Other: _____

In Applicant's current unit: Number of bedrooms _____ Number of persons living there? _____

In apartment Applicant is applying for: How many persons, including Applicant, would live there? _____

Do you currently live in an 80/20 development? ☐ Yes ☐ No

Briefly describe your reasons for wanting to move at this time: _____

How did you hear about Carnegie Terrace I & II? (Please be specific. If a newspaper advertisement, which one?) _____

In case of emergency, notify: _____

Relationship: _____ Daytime Phone: _____

Home Address: _____

SECTION B. HOUSEHOLD COMPOSITION

List ALL persons who will live in the affordable apartment for which you are applying. Include all persons for whom this unit will be a permanent residence/address. Please list the Head of Household first.

Full Name of Each Person (Including Children)	Relationship to Household Head	Gender	Current Age	Birth Date MM/DD/YYYY	Social Security/ Tax I.D. Number	Occupation (If still in school, write "student")
	Head					

Do you anticipate any changes to your household composition in the next twelve (12) months? ☐ Yes ☐ No

If yes, explain _____

Does Applicant or another member of household require any special accommodation(s) due to a disability? ☐ Yes ☐ No

Please describe the disability impairment: ☐ Mobility ☐ Visual ☐ Hearing

Please specify the special accommodation(s) being requested, if any: _____

Full-Time Student Status

Does Applicant or ANY household member(s) currently attend school on a Full-Time basis? ☐ Yes ☐ No

Has Applicant or ANY household member(s) been a Full-Time Student in the past 12 months? ☐ Yes ☐ No

If yes to either question above, please provide details: _____

SECTION C. INCOME

List below **ALL** current sources of income for **ALL HOUSEHOLD MEMBERS**, including yourself.

EMPLOYMENT INCOME

Include ALL full-time, part-time and self-employment income for ANY/ALL Household Members.

Household Member Name	Name & Address of Employer	How Long Employed (From/To)	Status F=Full-Time P=Part-Time S=Self- Employed	GROSS Annual Earnings <u>Before Any Taxes</u>
				\$
				\$
				\$
				\$
Total GROSS Annual Employment Income (Before Any Taxes) =				\$

OTHER INCOME

Include gross periodic payments from: public assistance (including housing allowance), AFDC, TANF, unemployment, disability, veteran's, social security, SSI, alimony, child support, annuities, pensions, retirement funds, insurance policies, Armed Forces Reserves, and other regular income (baby sitting, child care, gifts from family members, etc.). Also, include ANY interest, dividends, net rental income and other income from assets listed in Section D. Assets.

Household Member Name	Source of Income	GROSS Amount		Period Received Weekly, Bi-weekly, Semi-monthly, Monthly, Quarterly	Annual GROSS Amount
		\$	per		\$
		\$	per		\$
		\$	per		\$
		\$	per		\$
		\$	per		\$
		\$	per		\$
Total GROSS Annual Other Income					\$
TOTAL GROSS ANNUAL INCOME: (Employment PLUS Other Income)					\$

Does Applicant or ANY household member anticipate ANY change(s) in income in the next twelve (12) months? ☐ Yes ☐ No

If yes, explain: _____

SECTION D. ASSETS

List below the current cash value of all assets held by ALL household members, including yourself, listed in Section B. Household Composition. (Income from these assets must be listed in Other Income in Section C. Income). Include below: cash on hand, checking accounts, savings accounts, savings bonds, certificates of deposit (CDs), money market funds, mutual funds, stocks, bonds, IRA and Keogh accounts, 401K accounts, other retirement and pension accounts, trust funds, life insurance policies (except term life insurance), personal property held as an investment (e.g., jewelry, antiques or art), equity in real estate and any/all other assets.

Household Member Name	Institution Name	Type of Asset	Account #	Current \$ Value/ Account Balance
TOTAL VALUE OF ASSETS =				

Does Applicant or ANY household member anticipate ANY change(s) in assets in the next twelve (12) months? ☐ Yes ☐ No

If yes, explain: _____

Does Applicant or ANY household member(s) have a pension and/or retirement account(s)? ☐ Yes ☐ No

Please give details: _____

If yes, do the terms of the account permit you to withdraw funds from the account now? ☐ Yes ☐ No

Have you or any household member received any lump sum payments, such as inheritance, gambling winnings, insurance?

☐ Yes ☐ No If yes, when? _____ How much? _____

Are these funds reflected in your asset list above? ☐ Yes ☐ No If not, describe why: _____

Do you or any household member own any property, including the apartment or home you live in? ☐ Yes ☐ No

If Yes, type of property _____

Location of property _____

Appraised market value \$ _____ Mortgage or outstanding loans principal balance due \$ _____

If rental property, net annual rental income \$ _____

Have you or any household member **sold/dispensed of any property** in the last twenty-four (24) months? ☐ Yes ☐ No

If Yes, type of property: _____

Date of transaction _____

Market value when sold/dispensed \$ _____

Amount sold/dispensed for \$ _____

If yes, please describe: _____

Have you or any household member **disposed of or given away any other assets** in the last twenty-four (24) months?

(Examples: Given away money to relatives or set up Irrevocable Trust Accounts)? ☐ Yes ☐ No

If Yes, describe the asset _____

Date of disposition: _____

Amount disposed \$ _____

If Yes, please describe: _____

SECTION E. ADDITIONAL INFORMATION

EMPLOYMENT HISTORY (TWO (2) YEARS)

For any adult household member who has not been with their current employer for at least two full years or who is not currently employed, list in chronological order all previous employment for the past two (2) full years.

Household Member Name	Name & Address of Employer	How Long Employed (From/To)	Status F= Full-Time, P=Part-Time, S=Self-Employed

RESIDENCE HISTORY (FIVE (5) YEARS)

Starting with Applicant's current address, list in order ALL addresses where you have lived for the past FIVE (5) YEARS.

Address	Dates (From/To)	Name* & Address of Landlord

*For "Name," write "NYCHA" if you are living in a public housing project. Write "HPD" if you are living in a City-owned ("In-Rem") building.

Current monthly rent or mortgage payment amount: \$ _____ Your contribution: \$ _____

Check utilities paid by you: ☐ Heat ☐ Electricity ☐ Gas ☐ Other (specify) _____

Are you presently receiving tenant-based Section 8 housing voucher or certificate assistance? ☐ Yes ☐ No

Have you or any member of your household ever been evicted from housing? ☐ Yes ☐ No If Yes, when? _____

Have you or any member of your household ever filed for bankruptcy? ☐ Yes ☐ No If Yes, when? _____

If you answered YES to any question(s) above, please provide details/explanation: _____

Do you or ANY household member have **ANY pets** (cat, dog, fish, etc.)? ☐ Yes ☐ No If Yes, please provide details:

(Type of Pet, Breed, Age, Weight Currently & When Full Grown) for each pet: _____

PLEASE CHECK THE GROUP WHICH BEST DESCRIBES THE APPLICANT (OR HEAD OF HOUSEHOLD):

(This information is used only for statistical purposes and is optional.)

☐ White (Non-Hispanic origin)

☐ Black or African American

☐ Asian or Pacific Islander

☐ Hispanic or Latino origin

☐ American Indian/Alaskan Native

☐ Other

CERTIFICATION / AUTHORIZATION AGREEMENT

PLEASE READ VERY CAREFULLY

I/We certify that ANY apartment that I/we would be considered for at Carnegie Terrace II building would be my/our primary residence. I/We understand that eligibility for this low income housing tax credit program is based on applicable GROSS income limits as periodically determined by the US government, program guidelines/rules as well as building management tenant selection criteria. I/We have completed the ENTIRE Application (ALL QUESTIONS). I/We hereby declare that ALL information and statements contained in this Application are 100% true, correct and complete to the best of my/our knowledge. I/We have NOT failed to disclose ANY information about my/our household composition, employment, income, assets, residential history, situation, etc. I/We have NOT withheld, falsified or otherwise misrepresented any information on this Application. I/We understand that the consequences for providing false or knowingly incomplete information in an attempt to qualify for this special housing program may include termination of my/our Application, termination of my/our lease (if discovery is made after I/we have already moved into a low income apartment in Carnegie Terrace II building) as well as referral to appropriate United States (including the Internal Revenue Service and Treasury Department) and/or New York State authorities for possible criminal prosecution.

I/We authorize Carnegie Terrace I & II, Kenbar Management, as well as Credential Researchers, the firm which does tenant screening for building management, to obtain complete credit reports/information related to me/us as applicants for an apartment and to conduct inquiries concerning my/our income, employment, credit history, residence, banking relationships, household composition, character and reputation to determine and verify my/our eligibility for an apartment pursuant to this Application for a low income apartment.

Pursuant to United States and New York State laws, (i) Landlord will use information provided by me to obtain a tenant screening report; (ii) if Landlord takes adverse action against me as a prospective tenant on the basis of information contained in this tenant screening report, I will be notified that such action was taken and will receive the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken; (iii) as a prospective tenant against whom adverse action was taken based on information contained in a tenant screening report, I have the right to inspect and receive a free copy of such report by contacting the named consumer reporting agency; and (iv) every tenant or prospective tenant is entitled to one free tenant screening report from each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.AnnualCreditReport.com; and (v) every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.

The consumer reporting agency which does tenant screening for Carnegie Terrace II is The Credential Researchers, Ltd. Once an application has been processed, Applicant may contact The Credential Researchers, Ltd. directly by mail at 119 West 72nd Street, Suite 364, New York, NY 10023 or by phone on 212-873-8290 or 866-873-8290.

I/we authorize the verification of the above referenced information and its release to Carnegie Terrace I & II, their consultants, agents and other parties connected with the lease contemplated herein. I/we hereby authorize Credential Researchers, Ltd. to obtain my/our credit report and to verify any information on this application and any other information which the Landlord deems pertinent to leasing me an apartment. I/we will supply any other information required by the Landlord in connection with the lease contemplated herein. I/we understand that the application processing fee is non-refundable.

My/our signature(s) below is consent/authorization to obtain/conduct such verification(s).

SIGNATURE(S): All adult applicants, and any proposed household members 18 or older, must sign this apartment application.

(Signature)

(Date Signed)

(Signature)

(Date Signed)